

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
August 23, 2023**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:00 p.m. in the BPM Conference Room and via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301 (present)
Bill McCall, Vice President, #106
Paul Sakiewicz, Secretary/Treasurer, #202
Kris Ann Knish, Member at Large, #208
Scott Whitfield, Member at Large, #112

Owner Pam Dziejzina, #102, Missy Crossland (realtor) and Travis Keenan, legal counsel were guests at the meeting.

Representing Basic Property Management were Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

With five Board members participating, a quorum was confirmed.

II. APPROVAL OF MAY 9, 2023 MEETING MINUTES

Motion: Paul Sakiewicz moved to approve the May 9, 2023 Board Meeting minutes as presented. Bill McCall seconded and the motion carried.

III. HOMEOWNER COMMENTS

Pam Dziejzina said she did not understand why she was charged \$9,800 when the actual bill was \$7,600. Jamie Lewis asked her to call on Thursday so they can discuss the matter.

IV. EXECUTIVE SESSION

The Board convened Executive Session at 6:13 p.m. to discuss a legal matter and reconvened Regular Session at 6:22 p.m.

Motion: Bill McCall moved to offer splitting the \$9,874.50 invoice with the owner of #102. Paul Sakiewicz seconded and the motion carried unanimously.

V. FINANCIAL REPORT

The July 31, 2023 Financial Report was sent to the Board prior to the meeting.

Action Item: Madison Tomson will be asked to send a financial summary to the Board tomorrow.

VI. MANAGEMENT REPORT

Jason Blarjeske reviewed the following items.

1. East Building Water Tanks – Tolin replaced the domestic water tanks in the 400 Building.
2. Parking Lot – Jet Black completed crack sealing, seal coating and striping of the front parking lot.
3. West Building Siding – The problem areas of siding on the back side of the 450 Building were removed, vapor barrier and GRACE ice and water shield were added, and the siding was reinstalled, primed and painted. There is a leak into one unit that will be addressed. Jason Blarjeske will be on site when they perform the water test on August 30th. A camera will be used to help identify the source of the leak.
4. Grass – The grass was trimmed and weeds were pulled. The grass will be cut one more time in the fall.
5. Fire Suppression – Western States will repair the deficiencies identified during the inspection. They recharged the fire extinguishers. They will be engaged to do maintenance on the dry standpipes and in-unit sprinkler heads.
6. Chimney Stacks – Some of the East building chimney stacks will be rebuilt with GRACE water and ice shield, flashing and siding. LCI has been scheduled multiple times but has not shown up. They plan to be on site this week.
7. Sauna Seat, Deck in Front of #102 and Back Decks of #105/#107 – BUP Construction will be on site Thursday and Friday to complete repairs.

Motion: Bill McCall moved to ratify the approval of the BUP Construction contract for the repairs to the sauna bench and decks. Kris Ann Knish seconded and the motion carried.

VII. OLD BUSINESS

A. *EmpireWorks Bill for West Building Siding*

The bill from EmpireWorks for the West building back deck work was \$15,585.73. The contract price was \$16,585.73 and they did not bill for \$1,000 of the total due to the work still remaining to be completed. John Kona recommended not paying any of the invoice until after the next water test is done.

VIII. NEW BUSINESS

A. *Short Term Rental Minimum Stay Requirement*

Jamie Lewis was informed by the insurance agent that the insurance provider is now requiring a three-night minimum stay for short term rentals. This must be implemented by October 1, 2023. The Rules & Regulations need to be amended to include this restriction. Jamie Lewis proposed the addition of the following language in the Administrative section:

“To avoid increases in insurance rates due to insurer underwriting determinations related to short term rentals, and as required by the Association’s property insurance provider, owners who use their units for short term rental must employ a minimum three-night stay”.

Scott Whitfield was adamantly opposed to implementing this restriction. He volunteered to research other insurance options if this vote was delayed.

Motion: Scott Whitfield moved to table this matter for at least one week. There was no second to the motion.

Motion: Paul Sakiewicz moved to approve the additional language. Kris Ann Knish seconded and the motion carried with four in favor. Scott Whitfield had left the meeting.

B. 2024 Budget

The 2024 Budget as drafted included no dues increase. Operating costs have increased for insurance and utilities. One option is to reduce the Reserve contribution to cover the higher expenses. The only budgeted Reserve expenses are \$5,000 for Contingency and \$5,000 for Consultants. After discussion, there was \$30,000 added for Clubhouse Improvements and \$20,000 added for the West building stairs. Other potential projects include new light poles, first floor deck surface of the West building and the Woodbridge sign.

Action Item: Jamie Lewis will work with Madison Tomson on scenarios with and without the Clubhouse improvement cost and determine what the dues increase would have to be to fund the project.

Action Item: Jason Blarjeske will ask the contractor to provide a bid for wood and Trex for the first floor deck surface.

C. Short Term Rental Report

Bill McCall said there is a contact at the Town for short term rentals who can be contacted with questions or concerns.

IX. NEXT MEETING DATE

The next Board Meeting is scheduled for Tuesday, November 14, 2023 at 6:00 p.m. The Budget Ratification Meeting is scheduled for November 27, 2023 at 6:00 p.m. by Zoom. The next Annual Meeting will be held on January 20, 2024 at 9:00 a.m.

X. ADJOURNMENT

Motion: Paul Sakiewicz moved to adjourn the meeting at 7:18 p.m. Bill McCall seconded and the motion carried.

Approved By: Jamie Lewis Date: 9/19/2023
Board Member Signature